

# Module 1: Why Care About Health in the Workplace?

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## Handout B: Healthy Workplace Survey

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Instructions: Consider how your Head Start workplace affects health. First find who keeps various types of information. The following questions are just a beginning, a springboard from which to launch a closer look at your workplace, and really consider how health is supported or diminished there.

(1) Statistics on Injuries/Illnesses

- a. What staff injuries occurred at your center in the last year?
  
  
  
  
  
  
  
  
  
  
- b. Which injuries were the most common?
  
  
  
  
  
  
  
  
  
  
- c. Which staff illnesses could have been caused through exposure at the workplace?
  
  
  
  
  
  
  
  
  
  
- d. Which illnesses were the most common?

Other Notes on Injuries/Illnesses:

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(2) The Physical Environment

- a. What is it like to walk around your center? Are the walkways clear?
  
- b. Are the stairways safe (not too steep, slip-resistant)? Are there handrails?
  
- c. Are items stacked so that they could fall on staff or others?
  
- d. Are all the items that you need in your work within reach?
  
- e. Is the play area outside clean, clear of debris, and shaded from the hot sun?
  
- f. Are exit doorways clearly marked and easy to use?
  
- g. Do the windows open to allow fresh air in the building, or does the air flow adequately through an internal ventilation system?
  
- h. How are the administrative workplaces set up? Enough light? VDT screens? Chairs that support the lower back? Wrist rest-pads for typists?

Other Notes on the Physical Environment:

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- (3) Office/Center Norms Related to Healthy Behaviors
- a. What kind of snacks are served at staff meetings?
  
  
  
  
  
  
  
  
  
  
  - b. What beverages are available and usually consumed? Coffee, tea, juice, soda...
  
  
  
  
  
  
  
  
  
  
  - c. Is it easy to get a drink of water?
  
  
  
  
  
  
  
  
  
  
  - d. What is the staff's attitude about those who exercise during breaks?
  
  
  
  
  
  
  
  
  
  
  - e. Is there support for time to vent, relax, or get away from a trying situation?

Other Notes on Norms for Healthy Behavior:

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(4) Health Promotion Activities

- a. Does your center promote any organized health activities? (Walking groups, healthy eating clubs, support groups for weight management, smoking restrictions, etc.)
  
  
  
  
  
  
  
  
  
  
- b. Are employees regularly screened for cholesterol level, blood pressure, various cancers, or other health indicators?

Other Notes on Health Promotion Activities:

(5) Health Education Opportunities

- a. Does your program have health education materials for employees?
  
  
  
  
  
  
  
  
  
  
- b. Do you have speakers or discussion groups on health topics?

Other Notes on Health Education: